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| **Agency** | Department of Foreign Affairs and Trade (DFAT) |
| **Location** | Australian Consulate-General Guangzhou |
| **Position Number** | 16003 |
| **Position Title** | Public Diplomacy, Alumni and Visits Officer |
| **Classification** | LE4 |
| **Section** | Political & Economic |
| **Reports to (title)** | DHOP |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 150,919 (plus loading where applicable) |

The Department of Foreign Affairs and Trade (DFAT) section of the Australian Consulate-General Guangzhou is seeking applications for the locally engaged staff position of Public Diplomacy, Alumni and Visits Officer.

**About the Australian Department of Foreign Affairs and Trade (DFAT)**

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

**About the position**

Reporting to the Deputy Consul-General, this position is responsible for implementing the Consulate’s Public Diplomacy Strategy and engagement with Australian Alumni.

**Key responsibilities of the position include but are not limited to:**

* Plan, develop and implement the Consulate’s public diplomacy strategy to promote Australia’s economic, cultural, sporting, innovation, science and education assets in China.
* Proactively grow and strengthen engagement strategies with the alumni community in China by organising events and functions.
* Research and assist in developing post’s social media policy and maintain and update post’s website, in consultation with Canberra and other China posts. Plan and create content for Australian Government social media accounts in China, including through video production and editing.
* Manage and monitor post’s public diplomacy and alumni engagement budgets in accordance with departmental financial guidelines.
* Plan and deliver public diplomacy events and functions including managing the delivery of multiple concurrent events, coordinating stakeholders, speakers and other logistical arrangements such as guest lists, catering, entertainment and technical support.
* Draft reports and talking points on public diplomacy and alumni strategies and initiatives.
* Cultivate and strengthen strategic relationships, negotiate and liaise across a broad range of stakeholders including universities, alumni associations and government institutions.
* Represent and promote the interests of Australians at a range or forms, events and meetings and provide advice on Australian participation, operational and policy issues.
* Prepare media releases, write speeches, manage and coordinate appropriate media relations and activities.
* Support the Government Relations Manager with logistical assistance during ministerial and other high-level visits, including preparation of visit programs, accommodation and transport arrangements, airport facilitation and meeting requests.
* Manage the Consulate’s biographic database on government officials.
* Interpret and translate between Chinese and English as required.
* Any other duties as required.

**Required capabilities**

* Strong organisation and time management skills. Ability to multi-task and reprioritise in response to changing requirements.
* Strong interpersonal skills and the ability to develop a broad network of relevant contacts.
* Communication and negotiation skills with a sufficient level of interpreting sills. Fluent in written and spoken English and Chinese.
* Previous experience working in media or public affairs, or qualifications in these fields, would be an advantage.
* Experience working with movie editing software and creating content for social media would also be an advantage but not essential.

**Additional information**

This is an ongoing full-time position. The successful applicant will be offered an initial 12 month contract, and may be offered further contracts. The successful applicant is required to complete relevant pre-employment procedures before commencement.

Applications are invited from both Chinese and foreign nationals. Non-Chinese employees receive a salary loading in lieu of local benefits they are not eligible to receive.

**How to Apply**

Submit an application via email to [recruitment.guangzhou@dfat.gov.au](mailto:recruitment.guangzhou@dfat.gov.au) by 9.00 am, Monday 1 November 2021. Applications received after the closing date and time may not be considered. The subject line of your email should include the Position Number and Position Title you are applying for.

Your application, written in English, should include:

* Completed ‘Application for Locally Engaged Staff Employment’. See **Attachment A**.
* Your application pitch (maximum 1,000 words). See **Attachment B**.
* Curriculum Vitae (maximum 2 pages).

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For inquiries regarding this position, please contact the Human Resources section at [recruitment.guangzhou@dfat.gov.au](mailto:recruitment.guangzhou@dfat.gov.au).

Please note that due to the large volume of applications received, we are unable to respond to each applicant. We endeavour to respond to applicants of interest within a period of four weeks from the application closing date. If you are not requested to attend an interview, please consider your application unsuccessful.

Writing an Application Pitch

Your application pitch is a chance to tell us why you are the right person for the job. We want to know why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.

Your pitch is a marketing document, promoting how you are a strong candidate for the opportunity on offer. This means you should:

* Research the opportunity: read the position description, key responsibilities, and required qualifications and experience carefully; and research the department and its role.
* Know what you have to offer that is relevant: identify your relevant skills, knowledge, experience, qualities; map your relationships with colleagues, clients, and stakeholders to identify what experience is relevant; select examples that demonstrate relevant experience using your skills and knowledge, ones that are of a level of complexity to match the position you are pitching for.
* Make a persuasive case that what you have to offer will enable you to contribute, add value and deliver results.

You do not need to use a different example to demonstrate each of the skills required in the position overview. For example, if the position description states we are looking for a confident communicator, the ability to problem solve and work as part of a team, you could use one example that demonstrates all of these skills. You could then use another example that demonstrates the other skills required.

Try not to duplicate information that can already be found in your curriculum vitae but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Try the three-part format as a way to organise your material:

1. General statement about the criterion
2. Specific example/s to support the criterion
3. Link to job on offer

Consider using the **STAR** method when detailing your examples. The STAR method enables the selection committee to determine the context of the situation, what the task was and what actions you took to achieve a result.

**Situation:** Describe the situation that you were in or the task that you needed to complete. This should be a description of a specific event or situation, not a generalised description of what you have done in the past and should give enough detail for the panel to understand the context. This situation can be from a previous job, volunteer experience, university or any relevant event where you can demonstrate your skills against the position overview

**Task:** What was your role? What were you responsible for?

**Actions:** Describe the actions you took to address the situation. Include an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what contribution did you make? Be careful that you don’t describe what the team or group did when talking about a project. For example, the team may have achieved a good result however what part did you play, what specific things did you do to contribute to the end result?

**Results:** Describe the outcome of your actions. What happened? How was the issue resolved or how did the event end? What did you accomplish? What did you learn and what would you do differently next time? How did the end result impact on the objective of the organisation or team?